



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	DEPUTY ASSISTANT DIRECTOR (Exe-Level)
Posting Number	PN# 106262
Department	Department of Public Works & Engineering
Division	Public Utilities Division
Section	Water Production Branch
Reporting Location	611 Walker*
Workdays & Hours	M-F, 7:30 A.M – 4:30 P.M*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs managers in the coordination, implementation, administration and operation of the Section. Serves as Director of laboratory functions for the branch. Work is substantially complex and varied and requires the interpretation of regulatory, analytical and technical guidelines, policies and procedures. Requires analytic ability to gather and interpret data where answers can be found only after careful analysis of several facts. Manages and directs laboratory personnel, reviews operations, and may establish objectives within the assigned department. Establishes policies, procedures, guidelines and laboratory schedules. Coordinates the preparation, implementation and monitoring of the budget and expenditures. May act as a liaison to other departments, government agencies and the private sector.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has some discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's Degree in Chemistry, Environmental Science or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of administrative experience are required, with at least (3) three years of laboratory management experience capacity. A Master's degree may be substituted for (2) two years of experience.

**MINIMUM LICENSE REQUIREMENTS**

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES:**       None

**SELECTION/SKILLS TESTS REQUIRED:**   None

**SAFETY IMPACT POSITION**   ☒Yes   ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 30

\$1,999 - \$2,806 Biweekly       \$51,974 - \$72,688 Annually

**OPENING DATE**               August 24, 2005

**CLOSING DATE**              Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer